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EXTRAORDINARY

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GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES
NOTIFICATION

The 21st April, 2025

No:17/10/2024-3IP3/166.-

1.0 Department of Water Resources has examined the procedure being followed at present while dealing with the cases of Vigilance Clearance of Employees. It has been observed that old process is very lengthy and takes huge time leading to the wastage of time and energy for the Department and at the same time causes hardship to the Employees. In order to simplify the procedure of Vigilance Clearance, SOP (Attached as Annexure-1) has been formulated vide order No. 134-137/IT dated: 26-09-2024.

2.0 The above said Standard Operating Procedure (SOP) has been adopted by the Department after approval from the competent authority.

Sd/-

KRISHAN KUMAR, IAS

Principal Secretary Water Resources.

Annexure-1

Module Name : Vigilance Clearance (Ex-India Leave, A.C.P Scheme, Completion of Probation etc.)

Sr. No.	Procedure	Time Line
1	Applicant will apply on WRD portal and send the case to the concerned DDO	T
2	DDO may reject or forward the case to the Vigilance Clearance Manager (Vigilance Branch)	$T + 1 = T_1$
3	Vigilance Clearance Manager (Vigilance Branch) may reject or forward the case to Superintendents of concerned branch/branches after selecting any number or all these branches i.e. EE1, EE2, NGE1, NGE2, NGE3 and Administration Branch parallelly.	$T_1 + 1 = T_2$
4	Superintendents (marked branches) will forward the case to their Senior Assistants respectively. Senior Assistants will send the case back to their superintendents with their report.	$T_2 + 1 = T_3$
5	Superintendents (marked branches) will send the report to Vigilance Clearance Manager (Vigilance Branch)	$T_3 + 1 = T_4$
6	After getting report from concerned branches, the Vigilance Clearance Manager (Vigilance Branch) will examine the case and may reject or forward to Superintendent/Vigilance Branch (H.O).	$T_4 + 2 = T_5$
7	Superintendent/Vigilance Branch (H.O) will verify the facts and may reject or forward the case to the Executive Engineer/Vigilance (H.Q).	$T_5 + 1 = T_6$
8	The Executive Engineer/Vigilance (H.Q) will verify the facts from the existing list and may reject or forward the case to the Chief Engineer Headquarter.	$T_6 + 1 = T_7$
9	Chief Engineer Headquarter may forward the case to the Vigilance officer in the Secretariat online (if needed, as per the service group of the employee). Else, Chief Engineer Headquarter may reject or approve as per delegated powers and certificate will be issued automatically.	$T_7 + 1 = T_8$
10	Vigilance officer in the secretariat will verify from the website of the department of Vigilance Bureau and clear the file. File will be sent back to the Chief Engineer Headquarter online.	$T_8 + 1 = T_9$
11	Chief Engineer Headquarter may reject or approve the case and certificate will be issued automatically.	$T_9 + 1 = T_{10}$
Total number of working days		11 days